

## **Travel Policy Update:**

In the past, travel expense forms were submitted to fiscal services and they issued a check directly to the employee. Federal IRS regulations require us to change our procedure to provide tracking of reimbursements for travel expenses. The following outlines the steps we all need to follow for travel expenses:

1. Complete a travel expense voucher form. It must be signed by you and your supervisor.
2. Your supervisor will code and submit the completed, signed form to accounting.
3. After your expenses are approved, they will be entered into SABHRS. You will be reimbursed for them on your next paycheck. If the expenses are entered later than the Friday immediately prior to payday, they will not go through until the next payroll period is processed.

The Department of Administration has issued an updated employee travel policy, effective 12/7/07. You can find the policy and the travel expense voucher form at <http://doa.mt.gov/doatravel/travelmain.asp>.

Per the travel policy (1-0300.27), you must submit travel expense vouchers within three months of incurring the expenses or you waive your right to payment. Also, if you travel frequently, please submit no more than two expense vouchers each month. You can combine expenses for several trips onto one form.

We have worked with Central Payroll to implement this change to bring us into compliance with IRS regulations for taxing travel reimbursements, and to make the reimbursement process simpler for everyone involved. If you have any questions feel free to contact the Payroll Benefits Technician at 5829.

Dated: January 14, 2008